

DATE: January 31, 2002

TO: Chief Examiners, Alternate Examiners & All Testing Center Staff

FROM: Mark Fetler, State GED Administrator
State GED Office; CA Department of Education
800-331-6316

SUBJECT: 2002 JANUARY UPDATE

Chief Examiners: Please share this information with GED staff and addendum sites!

Thank You

Staff at the State GED Office would like to thank local testing centers that made exceptional efforts to accommodate the thousands of examinees who needed testing at the end of 2001. Between state and local efforts to publicize the cutoff date, an entire population was alerted to the deadline and able to complete the testing process. The extra hours and extra sessions devoted to testing reinforce the mission of the GED Testing Program in California: to provide accessible testing services to eligible adults who need a second chance. Your efforts illustrate a positive commitment to the educational process and to your communities. Thanks again for all your hard work.

GED Internet Access

Enclosed with this memorandum is a form that *must* be completed and returned to the State GED Office by any testing center that plans to access examinee scores through the Internet. If a testing center does *not* plan to access scores through the internet, this form may be discarded and no further action taken.

By signing the enclosed form, the Chief Examiner may designate one or two authorized GED staff from the testing center who will have official access to the California GED internet site. These staff *must* be either authorized Alternate Examiners or Proctors. If only the Chief Examiner will have access, put the Chief Examiner's name on the "Authorized GED Testing Center Staff Person #1" line.

Upon receipt of the form, State GED Office will notify each authorized user of their passwords. Chief Examiners will always be notified of passwords and any password changes and will automatically be granted access to the internet site. Each center, therefore, may have as many as three staff authorized to access the internet: the Chief Examiner and two authorized staff. Passwords will be changed annually and at any time an examiner or proctor leaves the employ of the testing site.

Any testing center staff authorized to access the GED score site must be aware that access is limited to authorized persons at the testing center and that passwords must *not* be shared.

Confirmation Memorandum for 2001 Scores

Enclosed is a confirmation memorandum that must be signed by an authorized examiner and returned to the State GED Office once all scores for 2001 have been submitted to the State GED Office. Remember, scores must be in the State GED Office no later than January 18 so that State GED Office Staff can enter data into the computer system, compile state statistics, and submit these figures to the GED Testing Service by early February.

When all scores have been submitted to the State GED Office, sign the Confirmation Memorandum and return it to the State GED Office at the following address: Nancy Edmunds, Associate Analyst; GED Office; CA Department of Education; P.O. Box 710273; Sacramento, CA 94244-0273.

The Shipping News

GEDTS has informed us that they will complete the shipping process for California's testing centers during the week of January 7-11; this includes security locks and posters for the math test. Centers that requested a later shipping date should have their materials shipped the following week.

Additionally, GEDTS will be mailing testing centers a hard copy of the *GED Test Administration Handbook* for each examiner who signed off on the Test Security Agreement that was returned as part of the contract packet. This mailing is also slated to be complete by January 11, 2002. In the event there are any problems with this shipment, a paper copy of the handbook is included for your information.

Did you receive the math video? Some centers have indicated that it was not among their materials. If you are planning to use the math video and it did not arrive with your other testing materials, contact Anna Jones at the GED Testing Service by *email*. Her email address is: anna_jones@ace.nche.edu Give your testing center identification number and the center name and indicate that you did not receive the math video; she will ensure that a video is shipped to you.

Wondering where to return last year's tests and scoring materials? Mail them (using a carrier with tracking capability, i.e., UPS or FedEx) to the following address: DDD/GED; 8750 Larkin Road, Suite 101; Savage, Maryland 20763.

GED Profile Project

An essential component of the GED Testing Service's strategic plan is to promote the value of the GED credential. The GED Testing Service plans to collect profiles of

successful GED candidates and their achievements—both economically and educationally—as a result of earning a GED certificate.

GEDTS plans to compile an initial collection of two success stories from each jurisdiction and establish a database of these stories in a format that can be shared with media, policymakers, and business leaders. This is a pilot project; they hope to expand the effort next year.

GEDTS would like your help in getting this project underway by identifying GED graduates who have recognized economic and/or academic success since earning the GED credential. For each participant, please complete the attached questionnaire and return it to the following address: Ben Justesen, Director of Special Projects; GED Testing Service; One Dupont Circle, NW, Suite 250; Washington, D.C. 20036-1163.

For each graduate, please include a photograph—black and white, if possible. The format is up to you and the candidate, but should be natural and not artificially posed. If you would like to take the extra step of writing success stories on your candidates, you are free to do so.

Completed questionnaires will help GEDTS create successful graduate profiles to use in an upcoming communications campaign in the spring of 2002. Additionally, GEDTS plans to launch a national campaign to promote your successful GED graduates through regional news media—newspapers, radio, or TV—this winter.

2002 Processing of GED Test Scores

Below are additional questions and answers that have come to light on the new system of processing scores since the last update was mailed in December.

1. Many examinees tested before July of 1990 and never applied for the state certificate; these examinees' records are still only at local centers. How do these individuals apply for a certificate now?
 - Testing centers will need to submit transcripts of these examinees' scores directly to the State GED Office. At this time, you may use either the GED-001 or the GED Testing Service Form 30; in the future, we may develop a score report specifically for these older scores. Attach a header sheet to the scores and mail them to the State GED Office. Testing centers will be billed the usual \$12 fee for these examinees.
 - Remember that no scores earned prior to 2002 will appear in the internet database.
2. How should we combine out-of-state scores with scores earned in California?

- Have the examinee request an official score report from either the appropriate State GED Office or from the out-of-state testing center where the test was first taken. Include the score report with the answer sheet that you are sending to Educational Testing Service, & the scores will be combined by ETS.
3. Our testing center is located in a state prison. How can we make sure that official documents are sent to us in a single batch for distribution?
 - Include a cover memo with your answer sheets specifying that that the hard copy of these scores must be batched for delivery to a single address. Make sure to include the appropriate address for delivery.
 4. Do we fill out the demographic sheet every time?
 - No. Complete the demographic sheet only when you first submit scores for the examinee.
 5. What do we do with partial scores/old records?
 - Even though partial scores earned in 2001 may not be combined with scores earned from the upcoming 2002 test series, continue to maintain records for all scores earned before July of 1990 (any scores earned after this date should be in the State GED Office). The State GED Office will ascertain which records will have to be maintained permanently and notify centers accordingly.
 6. If we check the “hard copy” section of the ETS contract, will we still be able to access the internet site for scores?
 - Yes. But you must complete an “Application for Internet Access” and submit it to the State GED Office.
 7. When will we get test instructions and new manuals?
 - Centers should receive test administration booklets in late December and the new manuals in late January.
 8. Can we still issue score reports to examinees who come in and ask for transcripts based on pre-2002 scores?
 - Yes. GEDTS will continue to provide the old version of the Form 30 on the order form (remember this form can only be used with pre-2002 scores, however).
 9. Can the scratch paper be duplicated?
 - Yes.
 10. Can the video be copied and given to teachers?
 - Yes, but be aware that Steck Vaughn will be providing a video with calculator instructions that will be geared toward classroom use.

11. ETS will have a complete set of California's scores on file for examinees who are taking the test in Spanish. Will centers that scored their own Spanish tests prior to 2002 be billed for those students now completing the test?

- No.

12. What answer sheets should centers use for the Spanish tests?

- The current version (8-page blue booklet) of the English or Spanish answer sheets that is supplied by GED Testing Service must be used.

13. On the last page of the demographic sheet, the "Testing Center Code" box (number 1) has twelve bubbles to fill in. There are only 10 characters in testing center identification numbers. How should this be bubbled in?

- Fill in the 10-character testing center identification number (i.e., 3000071738) starting from the box on the far left. Leave the last two boxes/bubbles blank.

14. What should the examinee bubble in for items 32-49 of the Demographic sheet?

- Nothing. Leave these items blank.

* * *